

Grants-in-Aid Application Instructions
Fiscal Year 2009-2010 Budget (July 1, 2009 to June 30, 2010)

1. Fill out application form in its entirety.
2. Submit the completed original of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 210
Honolulu, HI 96813
Attn: Rod Becker

3. Submit (1) copy of the application to the House Committee on Finance:

State Capitol, Rm. 306
Honolulu, HI 96813
Attn: Eric Nouchi

4. Do not include bound materials or brochures with applications. All materials submitted should be submitted on three hole punched 8 and ½ by 11 inch paper and clipped.
5. The deadline for application submissions will be **January 30, 2009**. Please note that applications may be submitted effective immediately.

Questions should be directed to Mr. Eric Nouchi of the House Committee on Finance staff (586-6200), or Mr. Rod Becker of the Senate Committee on Ways and Means staff (586-6800).

Be advised that your application is considered to be a public document and may be posted on the internet.

Frequently Asked Questions

1. **When is the deadline to submit my GIA?** The deadline for submittal is identified once the Speaker of the House and President of the Senate finalize the legislative calendar. Traditionally, the deadline for GIA's is around the end of January. Please refer back to the State Capitol website (www.capitol.hawaii.gov) for the official deadline.
2. **How many copies do I submit?** You should submit two (2) copies total. The original to the Senate Committee on Ways and Means and one photocopy to the House Committee on Finance. You can find specific instructions on where to mail the applications on the State Capitol website.
3. **Can the GIA application be postmarked on the day of the deadline?** No. Both the Senate Ways and Means Committee and the House Finance Committee must receive your GIA application by 4:30 pm on January 30, 2009. All GIA applications received late will not be considered.
4. **Can I just email or fax my completed electronic forms?** No. Please do not email or fax your electronic forms; both House and Senate will receive hardcopies only. House and Senate will not accept any emailed or faxed applications.
5. **Can I get an electronic GIA application that is alterable so I do not have to handwrite the information?** Yes, however, you will need to be able to open and edit Microsoft Word and Excel files. There are (3) Word files and (4) Excel files. Please ensure that you have **ALL** (7) files completed. If you are unable to open and edit Word and Excel files, you will have to print out and manually complete the documents in the available .pdf format. These files are available on the Capitol website.
6. **Do we have to be 501c3?** No. Any non-government entity may apply for a GIA.
7. **Is there a ceiling to the amount of funding we can ask for?** No. But the amount that you request will probably be a factor in determining whether or not you are provided funding, especially in times of limited resources.
8. **Do we fill out two GIA forms if we have both operating and capital requests?** Yes. Fill out and submit one form for operating requests and one form for capital requests. Capital requests are for construction projects or the acquisition of fixed assets such as land or buildings.
9. **How do I track the status of my GIA request and when will I be notified of whether or not I've received a GIA?** A finalized list of all GIA recipients will be posted on the Capitol website upon completion of the conference draft of the budget. There will be no information provided on the status of any GIA until the conference draft of the budget is complete.

10. **I submitted my GIA but there is an error! What do I do?** Please resubmit the page(s) where the error(s) occurred with a cover letter explaining the error, and indicate the change(s) to be made.
11. **What are the chances of me getting money for my GIA?** Given the current fiscal condition of the state, with only limited resources available, you may not receive any money, or you may get a portion of what your application asked for.
12. **I got my GIA! When do I get my money?** Like all expenditures, your GIA must go through the allotment process. It is up to the Governor and the Department of Budget and Finance to determine that there are sufficient resources to release funds. Please contact the department your GIA has been assigned to in order to assess the timeliness of the release of your funds. Also note that the Governor is required by Ch. 42F-107 to notify the recipient(s) of any unreleased grant within ninety days of the effective date of the legislation awarding the grant.
13. **Where do I find a copy of Chapter 42F?** Here is the URL to Chapter 42F, HRS:
http://www.capitol.hawaii.gov/hrscurrent/Vol01_Ch0001-0042F/HRS0042F/
14. **Should I wait till the very last minute to ask questions regarding my GIA?** No. While staff will try to be as helpful as possible, as the deadline for the GIA submittal approaches, both the House Committee on Finance and Senate Committee on Ways and Means staff will be extremely busy and may not be able to assist you with your questions. Please ask early.